

27 October 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
Period Ending 27 October 1983

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. Doors for the Handicapped - Headquarters: On 31 October 1983, Tri State Doors, Incorporated, will begin installing doors for the handicapped at the Northeast entrance of the Headquarters Building. The work will begin between 0915 and 1600 hours and is expected to be completed within 5 to 6 working days.

b. Caulking of Windows and Expansion Joints for the Headquarters Building: On 26 October 1983, a contractor hopes to start positioning equipment for the caulking of windows and expansion joints for the Headquarters Building. The work is scheduled for completion in 180 days. Approximately 6 weeks of work may be finished before the end of the calendar year, and the balance will be completed in March/April of 1984. Office of Logistics (OL) responsibilities will primarily be the providing of escorts, parking equipment vehicles, and notifying offices regarding work schedules. All work is to be performed on the exterior of the building.

c. Agency Telephone Directory: Final revisions have been received for the Fall 1983 edition of the Agency Telephone Directory. Page proofs will be sent to the Office of Communications, Domestic Networks Division, during the week of 24 October. After approval, printed copies are scheduled for delivery by mid-November.

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25X1 d. OL - JPRS Agreement: The Memorandum of Agreement between
25X1 FBIS/JPRS and OL on the OL takeover of JPRS printing functions
has been signed by all parties. A meeting of the two components
is scheduled for the week of 31 October 1983 to begin preparation
of an implementation plan. []

25X1 f. Fiscal Year Review: A review of fiscal year 1983
figures indicated that vehicle procurement in OL increased
[] percent over fiscal year 1982. OL was also able to meet many
customer needs by acquiring [] different items from other 25X1
government agencies' excess lists for a total savings of [] 25X1
to the Agency. []

25X1 g. Personal Computers: On 20 October 1983, a member of
the CRAFT team met with OL personnel to continue the dialogue on
CRAFT capabilities vis-a-vis the intended use of personal
computers. It was predicted that the CRAFT/Wang Alliance may
have increased versatility within a year and that compatible
software should be a development objective of both systems. []

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3. Significant Events Anticipated During the Coming Week:

25X1 a. Visit from NSA Officials: On 2 November 1983, officials
from NSA will be visiting with the Director of Logistics to discuss
the Agency's decentralized logistics officers system.

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Daniel C. King

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